

14-24. RESPOND TO EACH WRITING PROMPT ON THE FRONT OF THIS TEST

- 14) How many programs are shown on the task bar?
- 1
  - 2
  - 3
  - 4
- 15) What is the document of the document?
- Text
  - Microsoft Word
  - The new text
  - Multiple Choice
- 16) If the Delete key were pressed, what would be deleted?
- Nothing
  - The word "your"
  - The letter "u"
  - The letter "r"
- 17) If the Backspace key were pressed, what would be deleted?
- Nothing
  - The word "your"
  - The letter "u"
  - The letter "r"
- 18) How many pages are there in the document?
- 1
  - 2
  - 3
  - 100
- 19) Which horizontal alignment option is selected?
- Left
  - Centered
  - Right
  - Justified
- 20) Which page layout is selected?
- Print Layout
  - Full Screen Reading
  - Web Layout
  - Draft Layout
- 21) The small button in the top, left corner of the window is known as what?
- Start Button
  - Close Button
  - Windows Button
  - Task Button

14-25. IDENTIFY EACH ICON

14) Bullseye List



14) Bully



14) Attack Post



17) Clute



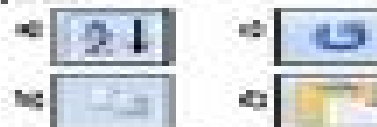
18) Best Highlighter



19) Superscript



20) Clute



# Microsoft Word 2007 Test Questions For Beginners

**SJ Ball**



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